

Town of Scituate  
Community Preservation Committee

## **Project Application Guidelines**

1. Each project must be submitted to the Community Preservation Committee (CPC) using the FUNDING REQUEST FORM as a cover sheet.
2. Applications should be downloaded, filled out electronically and submitted by email (attaching any additional documents/maps/etc.) to **Mary Sprague, Administrative Assistant, Scituate CPC** ([msprague@scituatema.gov](mailto:msprague@scituatema.gov)).

Applications can also be printed (**10 copies are required**) and sent as a hard copy packet to: Scituate Town Hall, Attention: Community Preservation Committee , 600 Chief Justice Cushing Highway, Scituate, MA 02066

3. Requests for consideration at Annual Town Meeting in April must be received by **October 1**. Please note that applications for Funding are accepted throughout the year, but those applications not received by **October 1** (the “Application Deadline”) may not be eligible for consideration at the next Annual Town Meeting, but rather deferred to the Annual Town Meeting occurring in the following fiscal year.
4. Applicants will be asked to attend a CPC meeting to make a presentation regarding their project application and answer questions. Applicants should also be prepared to attend other publichearings (Board of Selectmen and Advisory Committee).
5. The Committee will review all applications and schedule hearings to discuss each proposal publicly with applicants. These discussions may lead to the need for proposal revisions. The CPC must vote to approve proposals before they can be included in the Annual Town Meeting Warrant. Each project must be approved at Town Meeting. The Meeting can approve, reduce or reject recommended amounts for a project, by majority vote.

**Please feel free to contact the CPC Committee via email  
([msprague@scituatema.gov](mailto:msprague@scituatema.gov)) if you have any questions about funding  
eligibility or if you require additional information.**